

SECTION 9 PROCEDURE

9.1 APPLICATION FORMS

An application for subdivision or resubdivision shall be made on application forms approved by the Commission and available in the office of the Director of Community Development.

9.2 DEVELOPMENT QUESTIONNAIRE

An application for subdivision or resubdivision, resulting in five (5) lots or more, shall include a completed development questionnaire available in the office of the Director of Community Development.

9.3 SUBDIVISION APPLICATION FEES

9.3.0 General

9.3.1 Subdivision application fees are established as set forth below to defray the various costs associated with such applications. Such costs include, but are not limited to:

9.3.1.1 Expenses incurred for staff time spent undertaking or participating in the review, evaluation, and processing of subdivision applications prior to the actual submission of a subdivision application.

9.3.1.2 Expenses incurred for staff time spent undertaking or participating in the review, evaluation, and processing of subdivision applications from submission of a subdivision application until final commission action.

9.3.1.3 Expenses incurred for, but not limited to, legal advertisements regarding hearings, decisions of the commission and other matters requiring publication in a newspaper, recording and transcribing public hearings and minutes of commission meetings relative to the application, abutter notices, staff salaries and overhead expenses, and consultant expenses in direct connection with the technical and regulatory review, and town attorney fees in direct connection with legal advice and review or documents directly related to the subdivision.

9.3.2 The subdivision application fee shall be computed as follows:

9.3.2.1 Base Fee of \$250.00 or \$25.00 per lot, whichever is greater, for mailing, notices, and general administrative expenses (this portion of the fee is non-refundable), plus;

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- 9.3.2.2 New Road Construction Fee** of \$85.00 for every one hundred (100) linear feet, or any part thereof, of new roadway proposed to be constructed as part of the subdivision and intended to be deeded to the town as public right of way (for Engineering Review), plus;
- 9.3.2.3 Existing Town/State Road Fee** of \$55.00 for every one hundred (100) feet, or any part thereof, of existing or previously approved public rights of way of town or state roadways abutted by the boundaries of the land contained in the proposed subdivision (for Engineering Review), plus;
- 9.3.2.4 Lot Fee** of \$150.00 for each of the first twenty (20) lots, \$125.00 for each of the twenty-first through fiftieth (21-50) lots, \$100.00 for each of the fifty-first through hundredth (51-100) lots and \$75.00 for each new lot over one hundred (100) lots to be created by the subdivision application (for Staff Review, Engineering Review, Consultant/Outside Agency Review, Traffic Analysis, Legal Review), plus:
- 9.3.2.5 Erosion Control Fee** of \$50.00 per lot, for sedimentation and erosion control measures review, plus;
- 9.3.2.6 State Fee** of \$10.00 for State of Connecticut pursuant to section 22A-27J of the Connecticut General Statutes.
- 9.3.3** When the Commission determines that, in order to fully and properly review and evaluate the application, special expertise (for example, in the fields of geology, hydrogeology, ecology, limnology, or toxicology) would assist the Commission, the following procedure shall apply.
Upon 5-business days notice to the applicant identifying the name of the expert and the expert's estimated proposed fee(s), the Commission may retain one or more consultants, whose fees shall be paid by the applicant. If the applicant fails or refuses to deposit the consultant's actual or estimated fee(s) within 10 days of the Town's giving written notice by certified mail of the amount of said estimated fee, the application shall be considered to be incomplete. At its next regularly scheduled meeting, the Commission shall note in its minutes that the application is considered incomplete. The fact that the application is considered incomplete shall be sufficient ground for denial of the application. The commission may, but shall not be required to, deny the application without prejudice, if equitable circumstances exist that have prevented or excused the payment of the consultant's fee in accordance with this regulation.
- 9.3.4** With the sole exception of a consultant's fee described in 9.3.3, all applicable fees must be paid in full at the time the subdivision application is filed with the Commission.

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9.4 PUBLIC HEARINGS

A public hearing shall be held on all applications for resubdivision. The Commission may hold a public hearing regarding any subdivision proposal if, in its judgment, the specific circumstances require such action. All public hearings shall be held in accordance with Section 8-26d of the Connecticut General Statutes.

9.5 REAR LOTS

The Commission shall hold a public hearing for all subdivisions that contain rear lots as outlined in Section 8.14 of the Zoning Regulations. The fee shall be a minimum of \$200 plus \$25 for each lot. All applications will be received by the Commission.

9.6 RECEIPT OF APPLICATION

The date of the receipt of applications shall be the date of the next regularly scheduled Commission meeting following the delivery of the completed subdivision application and development questionnaire to the Office of Community Development. No application will be received until it is complete. The Director of Community Development will report to the Commission the receipt of applications or, if not complete, the items which are missing.

9.7 INLAND WETLAND AND WATERCOURSES REFERRAL

If an application involves land regulated as an Inland Wetland or Watercourse, the applicant shall submit an application to the Granby Inland Wetlands and Watercourses Commission no later than the day the application is filed for the subdivision or resubdivision. The Commission shall not render a decision until the Inland Wetland and Watercourses Commission has submitted a report with its final decision to the Commission.